

OOOOO 股份有限公司	生產製造管理程序書	文件編號	MF20001
		等級分類	■ 一般 □ 機密
ISO 9001 程序書		版 本	1.0
		頁 次	1/3

5.4 組裝製程作業書管理：

Management on the standard operation procedures (SOP) of assembly process:

5.4.1 將各零組件導入各生產製程工序位置，依據 SOP 裝配組立作業標準書確實執行。

5.4.2 製程中發現有品質異常，依「製程異常處理單」辦理，並通知倉庫做物料調整。

5.4.3 製程中發生裝配困難需治具或零件設變提出「工作申請表/通知單」由相關單位協助辦理。

5.4.4 裝配組立作業標準書，由生技課修改並提供。

5.4.5 治工具使用方式依照裝配組立作業標準書。

5.4.1 Introduce the component into the work order position of the respective manufacturing process and follow SOP packing and assembling standard operation procedures for the implementation.

5.4.2 If abnormal quality is found in the process, please follow “Abnormal process handling sheet” for the handling and inform the warehouse personnel for material adjustment.

5.4.3 When packing and assembling difficulties are found in the process and design change on fixture or component is needed, please submit “work application sheet/notice” and ask for help from related departments.

5.4.4 Packing and assembling standard operation procedures should be revised and provided by production technology section.

5.4.5 For the utilization of fixtures and tooling, please follow packing and assembling standard operation procedures.

5.5 整合工程：Integration engineering:

5.5.1 機械製程及機電製程完成之半成品，移至製程暫存區。

5.5.2 將半成品進行機電整合，試運轉。

5.5.1 Move the semi-products finished on mechanical process and electro-mechanical process to the temporary process storage site.

5.5.2 Perform electro-mechanical integration on the semi-product and do the trial operation.

5.6 製程檢驗：Process inspection:

5.6.1 製程中各機型組立檢查表依現規範項目確實檢查並加以記錄。

5.6.2 試運轉各機型檢查表，依 QC 檢查表規範確實檢查並加以記錄。

5.6.1 For the assembly inspection table of each machine model in the process, please follow the current specs and items to do inspection and the necessary recording.

5.6.2 For the inspection table of each machine model in trial run, please follow the specs of QC inspection table for inspection and recording.

5.7 成品檢驗：Product inspection:

產品完工後之檢驗依各機型訂定之 QC 檢查表詳細檢驗。

For the inspection after product completed with process, please follow QC inspection table made specifically for each machine model for detailed inspection.

5.8 入庫：Warehouse-going:

完工入庫品依（倉庫管理程序書辦理）。

For product completed with process and ready to enter the warehouse, please follow (Warehouse management standard operation procedures).

5.9 包裝：Packing

依各機型裝配組立作業標準書辦理。

Please follow the packing and assembling standard operation procedures of each machine model.